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REQUIREMENTS

- A. The stepparent with <u>no</u> minor child in the home <u>cannot</u> be in the assistance unit
- B. The stepparent who has a <u>child in common</u>, including the unborn child, with the applicant or customer must be in the assistance unit
- C. The stepparent who has a natural or adopted minor child in the home, but no child in common with the applicant or customer, <u>can choose</u> to be in or out of the unit
 - 1. If the stepparent is in the unit, the natural or adopted child, is also in the unit and the stepparent is treated like any other natural parent
 - 2. If the stepparent is not in the assistance unit, that parent's children are also not in the unit

Note: If the stepparent wants to be in the unit, but is technically ineligible, the children may be in the unit, and if so:

 Count the income and resources according to Financial Eligibility – Income Calculations for Ineligible Household Members

If the stepparent is in the unit and is sanctioned, follow normal sanctions procedures:

- Apply a full family sanction to all members of the assistance unit, including the caretaker relative and all children
- Remove only the needs of the stepparent if it is an individual sanction
- D. Do not apply stepparent rules when the natural parent is not in the home
 - The stepparent is a non-parent caretaker relative when there are no children in common and assistance is only for the stepchildren
 - If there were children in common, the stepparent is a parent in the unit with the children in common and the stepchildren

Note: If the stepparent is not in the home, the stepchild must be included in the assistance unit since the child is a stepsibling

E. Never establish two assistance units

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- F. Always count the stepparent's income. When the stepparent is:
 - 1. Not in the unit, apply stepparent income calculations and deem income
 - 2. In the unit, apply normal assistance unit calculations and count the income as with any other adult assistance unit member

VERIFICATION

- A. Required to set up assistance unit only if questionable
- B. Income and assets of the stepparent must be verified (see Financial Eligibility)

CASE MANAGEMENT TIPS

- A. When the stepparent has an option, test income to determine what is advantageous for the family
- B. The stepparent must be in the food stamp household
- C. An individual is a stepparent only when there is a natural parent in the home

EXAMPLES

- Example 1. Mrs. Smith applies for herself, her daughter from a previous marriage, and her new husband, who is unemployed.
 - Mrs. Smith and her daughter are in the assistance unit
 - Mr. Smith cannot be in the unit because he does not have a natural or adopted child in the home
- Example 2. Mrs. Baltimore applies for herself, two daughters from a previous relationship, and her son, David. Mr. Baltimore, who is David's father, also lives in the home, but is not included in the application because he is receiving a veteran's benefit.
 - Do not exclude Mr. Baltimore because he and Mrs. Baltimore have a child in common
 - Include all individuals in the household in the assistance unit

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- Example 3. Mrs. Towson applies for herself and her sons from a previous marriage. Mr. Towson and his daughters from a previous marriage are also in the home. One of Mr. Towson's daughters has some medical problems and is also included in the application.
 - Mr. Towson can choose to have himself and <u>both</u> of his daughters in or out of the unit.
 - It is not possible to include only one of Mr. Towson's daughters in the unit since the parent and child cannot be separated
- Example 4. Mr. Calvert is applying for his stepsons, Craig and Chris. His wife has left home, but did not take her sons with her. Also in the home is Collin, the son of Mr. and Mrs. Calvert. He does not want assistance for himself and his son.
 - Mr. Calvert is the caretaker relative for Craig and Chris and is not treated like a stepparent
 - All must be in the assistance unit because:
 - Collin is the half-sibling of Craig and Chris, so he must also be in the unit
 - Mr. Calvert is Collin's parent and must be included in the unit
- Example 5. Mrs. Maine is receiving assistance for herself and her son, Joe. Mr. Maine and his daughter, Grace, chose not to receive assistance because Mr. Maine is employed. He earns a little less than 50% of poverty for a family of 4, so there is no resource to the assistance unit. Mrs. Maine reports, at reconsideration, that she is pregnant.
 - Since Mr. And Mrs. Maine now have a child in common, everyone in the household must now be in the assistance unit
- Example 6. Mrs. Bond applies for assistance for herself, her husband, and her children from a previous marriage. Mr. Bond also has children, but they do not live with him.
 - Mrs. Bond and her children are in the assistance and deem Mr. Bond's income
 - Mr. Bond cannot be in the TCA unit because he does not have any children in the home
 - Mr. Bond must be in the Food Stamp unit and his income counted

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ADDITIONAL INFORMATION

- Financial Eligibility Income Calculations Stepparent
- Assistance Unit Basic Requirements
- Financial Eligibility –Ineligible Household Members Calculations
- Financial Eligibility –Sanctioned Individual Calculations

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